

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/04/2011		2. CONTRACT NO. (If any) EP-W-10-055		6. SHIP TO: a. NAME OF CONSIGNEE Sheretta Harris TOPO	
3. ORDER NO. 0037		4. REQUISITION/REFERENCE NO. PR-OSWER-11-00261		b. STREET ADDRESS US Environmental Protection Agency OSWER/ORCR Potomac Yards North 2733 Crystal Drive	
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460				c. CITY Arlington	d. STATE VA
7. TO: a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 024213136		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE ORCR	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
b. ACCEPTANCE Destination		16. DISCOUNT TERMS			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 All terms and conditions of contract EP-W-10-055 are hereby incorporated by reference. The contractor shall perform services in accordance with the attached SOW and their proposal dated March 18, 2011. Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME Multiple						\$58,013.00
	b. STREET ADDRESS (or P.O. Box)						\$58,013.00
c. CITY							
d. STATE						17(i) GRAND TOTAL	
e. ZIP CODE							

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Lynette Gallion
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 05/04/2011	CONTRACT NO. EP-W-10-055	ORDER NO. 0037
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>TOPO: Sheretta Harris Max Expire Date: 03/15/2012 Admin Office: SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460 Period of Performance: 05/04/2011 to 03/15/2012</p> <p>Task Order Ceiling Amount</p> <p>Accounting Info: 11-12-B-31C-301DA1C-2585-1131CPP004-00 1 BFY: 11 EFY: 12 Fund: B Budget Org: 31C Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1131CPP004-001 Funding Flag: Complete Funded: \$52,462.08 Accounting Info: 10-11-B-31M-301DA1C-2585-1031MRP515-00 1 BFY: 10 EFY: 11 Fund: B Budget Org: 31M Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1031MRP515-001 Funding Flag: Complete Funded: \$0.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Research Triangle Park NC 27711</p> <p>Funds in the amount of \$52,462.08 are added from DCN: 1131CPP004-001. Funds in the Continued ...</p>				58,013.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$58,013.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
05/04/2011

CONTRACT NO.
EP-W-10-055

ORDER NO.
0037

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	amount of 5,550.92 are hereby drawn down from contract #EP-W-10-055. Therefore, the total amount of award equals to \$58,013.00.					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

Communications Outreach and Support

Background

The Communications Office in EPA's Office of Resource Conservation and Recovery (ORCR) is responsible for the proactive outreach and the reactive press responses covering the broad world of Reduce, Reuse, Recycle. ORCR's areas of interest include municipal materials management – composting, curbside recycling, electronics recycling; regulating hazardous wastes; permitting disposal facilities; environmental education; and reaching out to tribal and environmental justice communities. ORCR's regulatory authority comes from the Resource Conservation and Recovery Act.

TASK 1 Environmental Education and Training

A) Environmental Education Outreach – Service Learning: Education Beyond the Classroom: The contractor shall assist EPA in updating the Service Learning Guide <http://www.epa.gov/waste/education/pdfs/svcllearn.pdf>. The contractor shall design and format the product, using the cover (EPA530K-02-001) as a guide and make changes with recommendations from EPA staff. The contractor shall research to add five new service learning stories and incorporate five stories provided by EPA staff (total of 10 stories), update resources, and update the “more ideas” section.

The contractor shall update ORCR's environmental education initiative documents or other ORCR outreach activities to include the revised office name and website. It is anticipated that there will be no more than two documents no longer than 25 pages {List of Documents forthcoming}. The products shall follow the “theme” of the campaign or activity as to design, format and message. Development of these products requires research, writing, content and copy editing, graphics production, illustration, layout and design, and expertise in composition, desktop publishing, and preparation of materials for GPO printing, and internet-ready 508-compliant files, and assisting with identification of target audiences and avenues of distribution.

Deliverables Task 1A	Schedule
Contractor will meet with TOCOR to discuss publication concept, which includes audience, message format, tone and required research.	Within 7 working days after task order is awarded
Contractor shall submit research analysis to the EPA TOCOR	Within three weeks following the initial meeting

The contractor shall submit to TOCOR outlines, interim first draft and/or artwork as specified in the TD	Within four weeks from receipt of TDD from EPA TOCOR w/ORCR's comments
The contractor shall submit to TOCOR outlines, interim second draft and/or artwork as specified in the TD	Within three weeks from receipt of TDD from EPA TOCOR w/ORCR's comments on first draft
The contractor shall submit to TOCOR outlines, third draft, mock-up, and/or artwork as specified in the TD (as needed)	Within three weeks from receipt of TDD from EPA TOCOR w/ORCR's comments on second draft
The contractor shall submit to TOCOR camera ready materials	Within three weeks from receipt of TDD from EPA TOCOR w/ORCR's comments
The contractor shall submit internet ready materials which includes computer disks containing the metadata record and the final product in PDF	Within two weeks of delivery of camera ready materials.

B) RCRA Orientation Manual and Training– Contractor shall review the current RCRA Orientation Manual

<http://www.epa.gov/osw/inforesources/pubs/orientat/rom.pdf> for any sections needing updates, identify and create new sections to be added, and revise accordingly. Contractor shall provide TOCOR the updated and added sections for review and concurrence by EPA Subject Matter Experts and management. Contractor shall make edits according to SME and finalize revised manual. After completion of the manual update, the contractor shall update training slides and recordings for posting on EPA's web portal.

In summer 2011 (final date TBD), contractor shall conduct a live three day training session to approximately 25 EPA staff in EPA facility. The contractor shall provide one binder containing a copy of the RCRA Orientation Manual per student, and copy of slide presentation to follow along with during training. In preparation for the training, contractor shall:) update speaking points for the ORCR Director and Deputy Director to use for the training introduction; and 2) Prepare and provide training materials for EPA staff.

Deliverables Task 1B	Schedule
Contractor will meet with TOCOR to establish schedule for reviewing and updating RCRA Orientation Manual.	Within 7 working days after task order is awarded
Contractor shall submit research analysis to the EPA TOCOR for EPA staff review	Within four weeks following the initial meeting
The contractor shall make edits based on TOCOR approval	Within two weeks from receipt of TDD from EPA TOCOR w/ORCR's comments

The contractor shall submit to TOCOR second draft as specified in the TD	Within two weeks from receipt of TDD from EPA TOCOR w/ORCR's comments on first draft
The contractor shall submit to TOCOR outlines, third draft , mock-up, and/or artwork as specified in the TD (as needed)	Within two weeks from receipt of TDD from EPA TOCOR w/ORCR's comments on second draft
The contractor shall submit to TOCOR camera ready materials for manual	Within three weeks from receipt of TDD from EPA TOCOR w/ORCR's comments
The contractor shall submit internet ready materials which includes computer disks containing the metadata record and the final product in PDF	Within two weeks of delivery of camera ready materials.
The contractor shall review on-line training slides and update slides and recordings in accordance with manual updates for TOCOR review and approval as specified in TD	Within three weeks from receipt of TDD from EPA TOCOR
The contractor shall submit to TOCOR second draft of slides and recordings as specified in the TD	Within two weeks from receipt of TDD from EPA TOCOR
The contractor shall post approved slides and recordings to EPA's web portal	Within one week from receipt of TDD from EPA TOCOR

C) RCRA Publication CD Update: The contractor shall update the CD cover and label to reflect the 2009 version. This shall include the install shield. EPA shall provide files of the last version's camera-ready. In this case, the contractor shall provide EPA with camera-ready copy and a digital file of the cover to EPA.

All products within this and other publication development tasks must adhere to the above production schedule, unless agreed otherwise by the TOCOR and contractor. At the request of the CO or as directed in the TOCOR, the Contractor shall submit deliverables on compact disc (CD), by electronic mail (email) or on other digital media as requested. The digital media shall be PC-compatible and labeled to indicate: name of deliverable, contractor name, contract number, date written and indication of draft or final version. EPA TOCOR shall review the contractor's work on a particular brochure, booklet, newsletter, article, flyer, report, summary of a report, or environmental fact sheet, and provide comments. as the TOCOR will then authorize the contractor to proceed to the next step (e.g., second draft).

Deliverables Task 1C	Schedule
Contractor shall update CD cover and label and provide 1 st draft as directed in TDD.	Within three weeks from receipt of TDD from EPA TOCOR

The contractor shall submit to TOCOR 2 nd draft and/or artwork as specified in the TD	Within three weeks from receipt of TDD from EPA TOCOR w/ORCR's comments on first draft
The contractor shall submit to TOCOR camera ready materials and digital file of cover	Within three weeks from receipt of TDD from EPA TOCOR w/ORCR's comments
The contractor shall submit internet ready materials which includes computer disks containing the metadata record and the final product in PDF	Within two weeks of delivery of camera ready materials.

TASK #2 - Measures

When requested by the EPA TOCOR, the contractor shall research and recommend appropriate ways to measure the success of the requested deliverable. Success may be measured statistically in terms of demographics, tracking web hits and publications distributed, researching readership and/or audience (e.g., number of impressions, number of subscribers), determining a correlation between behavior change and deliverables (e.g., how many people changed their recycling habits as a result of a deliverable). These recommendations and strategies for measuring success shall be provided in a report, which shall be initiated by a TDD. The report shall provide recommended methods for measuring products initiated by TDDs.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 8	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 09/28/2011		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) SRRPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 112947395 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-055 0037		10B. DATED (SEE ITEM 13) 05/04/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$2,500.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. FAR 52.243-3 Changes - Time-and-Materials or Labor Hours (SEP 2000)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Pursuant to the FAR 52.243-3 Changes - Time-and-Materials or Labor Hours (SEP 2000), the contractor shall perform services in accordance with the attached revised SOW (4 pages). Funding is hereby added in the amount of \$2,500.00 and brings the total amount obligated from \$58,013.00 to \$60,513.00, which the Contractor shall not exceed this ceiling. Contractor expenditures beyond this ceiling are at their own risk. The revised task order ceiling is \$60,513.00.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rayna Brown	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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2 8NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Technical Direction</p> <p>In accordance with EPAAR 1552.237-71-Technical Direction, the Task Order Contracting Officer's Representative (TOCOR) will provide Technical Direction during performance of this task order. Technical direction includes:</p> <p>(1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details, completes the general description of work; shifts emphasis among work areas or tasks; and</p> <p>(2) Evaluation and acceptance of reports or other deliverables.</p> <p>Technical Direction must be within the scope of the contract-level SOW. The TOCOR does not have the authority to issue Technical Direction which:</p> <p>(1) Requires additional work outside the scope of the contract or task order;</p> <p>(2) Constitutes a change as defined in the Changes clause;</p> <p>(3) Causes an increase or decrease in the estimated cost of the contract or task order;</p> <p>(4) Alters the period of performance of the contract or task order; or</p> <p>(5) Changes any of the other express terms or conditions of the contract or task order.</p> <p>Technical Direction will be issued in writing by the TOCOR, or confirmed by the TOCOR in writing within five (5) calendar days after verbal issuance.</p> <p>All other terms and conditions remains unchanged and in full force and effect. TOPO: Sheretta Harris Max Expire Date: 03/15/2012 LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action Total Amount for this Modification: \$2,500.00 New Total Amount for this Version: \$60,513.00 New Total Amount for this Award: \$60,513.00 Obligated Amount for this Modification: \$2,500.00 New Total Obligated Amount for this Award: \$60,513.00</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Buyer changed from Manuela Meyer to Marshand Boone</p> <p>Contracting Officer changed from Lynette Gallion to Rayna Brown</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from \$58,013.00 to \$60,513.00 Obligated Amount for this modification: \$2,500.00</p> <p>CHANGES FOR DELIVERY LOCATION: SRRPOD Amount changed from \$58,013.00 to \$60,513.00</p> <p>CHANGES FOR ACCOUNTING CODE: 11-12-B-31C-301DA1C-2585-1131CPP004-001 Percent changed from 90.43159 to 86.69555</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 11-12-B-31C-301DA1C-2585-1131CPP024-001 Beginning FiscalYear 11 Ending Fiscal Year 12 Fund (Appropriation) B Budget Organization 31C Quantity: 0 Amount: \$2,500.00 Percent: 4.13134 Subject To Funding: N</p> <p>Payment Address:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 05/04/2011 to 03/15/2012</p> <p>Change Item 0001 to read as follows (amount shown is the total amount):</p>				
0001	<p>Task Order Ceiling Amount Requisition No: PR-OSWER-11-00261, PR-OSWER-11-00261, PR-OSWER-11-00869</p> <p>Continued ...</p>				60,513.00

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Accounting Info: 11-12-B-31C-301DA1C-2585-1131CPP004-001 BFY: 11 EFY: 12 Fund: B Budget Org: 31C Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1131CPP004-001 Funding Flag: Complete Funded: \$0.00 Accounting Info: 10-11-B-31M-301DA1C-2585-1031MRP515-001 BFY: 10 EFY: 11 Fund: B Budget Org: 31M Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1031MRP515-001 Funding Flag: Complete Funded: \$0.00 Accounting Info: 11-12-B-31C-301DA1C-2585-1131CPP024-001 BFY: 11 EFY: 12 Fund: B Budget Org: 31C Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1131CPP024-001 Funding Flag: Complete Funded: \$2,500.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Research Triangle Park NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OSWER-12-00099	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) SRRPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 112947395		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-055 0037 10B. DATED (SEE ITEM 13) 05/04/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$14,922.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) By Mutual Agreement of Parties

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

TOPO: Sheretta Harris Max Expire Date: 03/15/2012

The purpose of this modification is to: 1) incorporate the revised statement of work which makes changes to task 1 (attached as page 4-5, Task 2 remains unchanged), 2) approve the vendor's cost proposal dated January 24, 2012; 3) obligates funds in the amount of \$14,922, and 4) increases the task order ceiling price. All other terms and conditions remain unchanged.

The task order funding ceiling is \$75,435. Any expenditure above this amount is at the contractor's own risk.

LIST OF CHANGES:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rayna Brown	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: \$14,922.00 New Total Amount for this Version: \$75,435.00 New Total Obligated Amount for this Award: \$75,435.00 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$60,513.00 to \$75,435.00 Obligated Amount for this modification: \$14,922.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 11-12-B-09J1B-301DA1-2505-1209JR2515-001 Beginning Fiscal Year 11 Ending Fiscal Year 12 Fund (Appropriation) B Budget Organization 09J1B Quantity: 0 Amount: \$14,922.00 Percent: 19.78127 Subject To Funding: N</p> <p>FOB: Destination Period of Performance: 05/04/2011 to 03/15/2012</p> <p>Change Item 0001 to read as follows (amount shown is the total amount):</p>				
0001	<p>Task Order Ceiling Amount</p> <p>Accounting Info: 11-12-B-31C-301DA1C-2585-1131CPP004-001 BFY: 11 EFY: 12 Fund: B Budget Org: 31C Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1131CPP004-001 Funding Flag: Complete Funded: \$0.00 Accounting Info: 10-11-B-31M-301DA1C-2585-1031MRP515-001 BFY: 10 EFY: 11 Fund: B Budget Org: 31M Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1031MRP515-001 Funding Flag: Complete Funded: \$0.00 Accounting Info: 11-12-B-31C-301DA1C-2585-1131CPP024-001 BFY: 11 Continued ...</p>				75,435.00

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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3 5NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	EFY: 12 Fund: B Budget Org: 31C Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1131CPP024-001 Funding Flag: Complete Funded: \$0.00 Accounting Info: 11-12-B-09J1B-301DA1-2505-1209JR2515-001 BFY: 11 EFY: 12 Fund: B Budget Org: 09J1B Program (PRC): 301DA1 Budget (BOC): 2505 DCN - Line ID: 1209JR2515-001 Funding Flag: Complete Funded: \$14,922.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Research Triangle Park NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711				

**Communications Outreach and Support
SOW Revision-- Task Order 37**

TASK 1 Environmental Education and Training

A) *Environmental Education Outreach* – Service Learning: Education Beyond the Classroom: The contractor shall assist EPA in updating the Service Learning Guide <http://www.epa.gov/waste/education/pdfs/svcllearn.pdf>. The contractor shall design and format the product, using the cover (EPA530K-02-001) as a guide and make changes with recommendations from EPA staff. The contractor shall research to add five new service learning stories and incorporate five stories provided by EPA staff (total of 10 stories), update resources, and update the “more ideas” section.

The contractor shall update ORCR’s environmental education initiative documents or other ORCR outreach activities to include the revised office name and website. The contractor shall update RCC documents to follow the Sustainable Materials Management concept. It is anticipated that there will be no more than three documents, no longer than 25 pages each. The products shall follow the “theme” of the campaign or activity as to design, format and message. Development of these products requires research, writing, content and copy editing, graphics production, illustration, layout and design, and expertise in composition, desktop publishing, and preparation of materials for GPO printing, and internet-ready 508-compliant files, and assisting with identification of target audiences and avenues of distribution.

B) *RCRA Orientation Manual and Training*– Contractor shall review the current RCRA Orientation Manual <http://www.epa.gov/osw/inforresources/pubs/orientat/rom.pdf> for any sections needing updates, identify and create new sections to be added, and revise accordingly. Contractor shall provide TOCOR the updated and added sections for review and concurrence by EPA Subject Matter Experts (SME) and management. Contractor shall make edits according to SME and finalize revised manual. After completion of the manual update, the contractor shall update training slides and recordings for posting on EPA’s web portal.

In summer 2011 (final date TBD), contractor shall conduct a live three day training session to approximately 25 EPA staff in EPA facility. The contractor shall provide one binder containing a copy of the RCRA Orientation Manual per student, and copy of slide presentation to follow along with during training. In preparation for the training, contractor shall:) update speaking points for the ORCR Director and Deputy Director to use for the training introduction; and 2) Prepare and provide training materials for EPA staff.

C) *RCRA Publication CD Update*: The contractor shall update the CD cover and label to reflect the 2009 version. This shall include the install shield. EPA shall provide files of the last version’s camera-ready. In this case, the contractor shall provide EPA with camera-ready copy and a digital file of the cover to EPA.

Deliverables

Deliverable	Schedule
Contractor will meet with TOCOR to discuss publication concept, which includes audience, message format, tone and required research.	Within 7 working days after task order is awarded
Contractor shall submit research analysis to the EPA TOCOR	Within three weeks following the initial meeting
The contractor shall submit to TOCOR outlines, interim first draft and/or artwork as specified in the Technical Direction (TD)	Within four weeks from receipt of Technical Direction Document from EPA TOCOR w/ORCR's comments
The contractor shall submit to TOCOR outlines, interim second draft and/or artwork as specified in the TD	Within three weeks from receipt of TDD from EPA TOCOR w/ORCR's comments on first draft
The contractor shall submit to TOCOR outlines, third draft, mock-up, and/or artwork as specified in the TD (as needed)	Within three weeks from receipt of TDD from EPA TOCOR w/ORCR's comments on second draft
The contractor shall submit to TOCOR camera ready materials	Within three weeks from receipt of TDD from EPA TOCOR w/ORCR's comments
The contractor shall submit internet ready materials which includes computer disks containing the metadata record and the final product in PDF	Within two weeks of delivery of camera ready materials.

All products within this and other publication development tasks must adhere to the above production schedule, unless agreed otherwise by the TOCOR and contractor. At the request of the CO or as directed in the TOCOR, the Contractor shall submit deliverables on compact disc (CD), by electronic mail (email) or on other digital media as requested. The digital media shall be PC-compatible and labeled to indicate: name of deliverable, contractor name, contract number, date written and indication of draft or final version.

EPA TOCOR shall review the contractor's work on a particular brochure, booklet, newsletter, article, flyer, report, summary of a report, or environmental fact sheet, and provide comments as the TOCOR will then authorize the contractor to proceed to the next step (e.g., second draft).

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) SRRPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 112947395 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-055 0037		10B. DATED (SEE ITEM 13) 05/04/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) By Mutual Agreement of Parties

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

TOPO: Sheretta Harris Max Expire Date: 04/15/2012

The purpose of this bilateral modification is to extend the period of performance at no additional cost to the Government. The new end date for this task order is April 15, 2012. All other terms and conditions remain unchanged.

LIST OF CHANGES:

Reason for Modification : Supplemental Agreement for work within scope

Period Of Performance End Date changed from 15-MAR-12 to 15-APR-12

Maximum Potential Expiration Date changed to : 04/15/2012

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rayna Brown	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-055/0037/003PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 05/04/2011 to 04/15/2012				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 6	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE 04/16/2012		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) SRRPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
9. CODE 112947395		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-055 0037		10B. DATED (SEE ITEM 13) 05/04/2011	
FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

Net Increase:

\$14,982.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.243-3 Changes-Time and Materials (Sep 2000)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

TOPO: Sheretta Harris Max Expire Date: 12/31/2012

The purpose of this modification is to incorporate the attached revised statement of work and extend the task order from April 15, 2012 through December 31, 2012.

This modification also obligates \$14,982.00 under the task order. Thus raising the ceiling for this task order from \$75,435. to \$90,417.

This modification also adds Carolyn Mosinski as Contracting Officer. All other terms and conditions remain unchanged and in full force and effect.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Carolyn Mosinski	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-10-055/0037/004	PAGE	OF
		2	6

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action</p> <p>Period Of Performance End Date changed from 15-APR-12 to 31-DEC-12</p> <p>Total Amount for this Modification: \$14,982.00</p> <p>New Total Amount for this Version: \$90,417.00</p> <p>New Total Amount for this Award: \$90,417.00</p> <p>Obligated Amount for this Modification: \$14,982.00</p> <p>New Total Obligated Amount for this Award: \$84,866.08</p> <p>Incremental Funded Amount changed: from \$69,884.08 to \$84,866.08</p> <p>Contracting Officer changed from Rayna Brown</p> <p>to Carolyn Mosinski</p> <p>Maximum Potential Expiration Date changed to : 12/31/2012</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from \$75,435.00 to \$90,417.00</p> <p>Obligated Amount for this modification: \$14,982.00</p> <p>Incremental Funded Amount changed from \$69,884.08 to \$84,866.08</p> <p>End Date changed from 15-MAR-12 to 31-DEC-12</p> <p>CHANGES FOR DELIVERY LOCATION: SRRPOD</p> <p>Amount changed from \$75,435.00 to \$90,417.00</p> <p>CHANGES FOR ACCOUNTING CODE:</p> <p>11-12-B-31C-301DA1C-2585-1131CPP004-001</p> <p>Percent changed from 69.54607 to 58.02236</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 12-13-B-31C-302DA1-2585-1231CPP010-001</p> <p>Beginning Fiscal Year 12</p> <p>Ending Fiscal Year 13</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 31C</p> <p>Quantity: 0</p> <p>Amount: \$14,982.00</p> <p>Percent: 16.56989</p> <p>Subject To Funding: N</p> <p>Payment Address: RTP Finance Center</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-055/0037/004PAGE OF
3 6NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC..

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 05/04/2011 to 12/31/2012</p> <p>Change Item 0001 to read as follows (amount shown is the total amount):</p> <p>Task Order Ceiling Amount Requisition No: PR-OSWER-11-00261, PR-OSWER-11-00261, PR-OSWER-11-00869, PR-OSWER-12-00099, PR-OSWER-12-00099, PR-OSWER-12-00281</p> <p>Accounting Info: 11-12-B-31C-301DA1C-2585-1131CPP004-001 BFY: 11 EFY: 12 Fund: B Budget Org: 31C Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1131CPP004-001 Funding Flag: Complete Funded: \$0.00</p> <p>Accounting Info: 10-11-B-31M-301DA1C-2585-1031MRP515-001 BFY: 10 EFY: 11 Fund: B Budget Org: 31M Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1031MRP515-001 Funding Flag: Complete Funded: \$0.00</p> <p>Accounting Info: 11-12-B-31C-301DA1C-2585-1131CPP024-001 BFY: 11 EFY: 12 Fund: B Budget Org: 31C Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1131CPP024-001 Funding Flag: Complete Funded: \$0.00</p> <p>Accounting Info: 11-12-B-09J1B-301DA1-2505-1209JR2515-001 BFY: 11 EFY: 12 Fund: B Budget Org: 09J1B Program (PRC): 301DA1 Budget (BOC): 2505 DCN - Line ID: 1209JR2515-001 Funding Flag: Complete Funded: \$0.00</p> <p>Accounting Info: 12-13-B-31C-302DA1-2585-1231CPP010-001 BFY: 12 EFY: 13 Fund: B Budget Org: 31C Program (PRC): Continued ...</p>				90,417.00

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-055/0037/004PAGE OF
4 6NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	302DA1 Budget (BOC): 2585 DCN - Line ID: 1231CPP010-001 Funding Flag: Complete Funded: \$14,982.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Research Triangle Park NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE 12/07/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) SRRPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 112947395		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-055 0037	
				10B. DATED (SEE ITEM 13) 05/04/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Communications Outreach Support

The purpose of this administrative modification is as follows:

- (1) To remove Sheretta Harris as the Task Order Contracting Officer Representative (TOCOR);
- (2) To designate Wendel Miser as the TOCOR; and
- (3) To change Contracting Officers.

All other terms and conditions remains unchanged and in full force and effect.

TOPO: Wendel Miser Max Expire Date: 12/31/2012

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rayna Brown	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 12/07/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-055/0037/005PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Other Administrative Action</p> <p>TOPO (Task Order Project Officer) changed to : Wendel Miser</p> <p>Contracting Officer changed from Carolyn Mosinski to Rayna Brown</p> <p>Contracting Officer Representative changed from Sheretta Harris to Wendel Miser</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 05/04/2011 to 12/31/2012</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 006		3. EFFECTIVE DATE 01/08/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) SRRPOD	
US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460		US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-055 0037	
				10B. DATED (SEE ITEM 13) 05/04/2011	
CODE 112947395		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Communications Outreach Support

The purpose of this administrative modification is as follows:

- (1) To designate Sheretta Harris as the Task Order Contracting Officer Representative (TOCOR); and
- (2) To remove Wendel Miser as the TOCOR (remains as the invoice approving official).

All other terms and conditions remains unchanged and in full force and effect.

TOPO: Sheretta Harris Max Expire Date: 12/31/2012

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rayna Brown	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 01/08/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-055/0037/006

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2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Other Administrative Action</p> <p>TOCOR (Task Order Contracting Officer's Representative) changed to : Sheretta Harris</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 05/04/2011 to 12/31/2012</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 007		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OSWER-12-00281	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6)	
US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-055 0037 10B. DATED (SEE ITEM 13) 05/04/2011	
CODE 112947395		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$6,132.87
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: By Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Communications Outreach Support

The purpose of this bilateral modification is as follows:

- (1) to de-obligate \$6,132.87 using DCN No. 1231CPP010 and
- (2) to modify the obligation/funding ceiling.

The obligation/funding ceiling is hereby reduced by \$6,132.87, from \$90,417.00 to \$84,284.13, which the Contractor is not authorized to exceed. The Contractor exceeds this amount at its own risk. This task order is hereby incrementally funded.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rayna Brown	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-055/0037/007PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>All other terms and conditions remains unchanged and in full force and effect. TOPO: Sheretta Harris Max Expire Date: 12/31/2012 LIST OF CHANGES: Reason for Modification : Funding Only Action</p> <p>Total Amount for this Modification: \$0.00 New Total Amount for this Version: \$90,417.00 New Total Amount for this Award: \$90,417.00 Obligated Amount for this Modification: -\$6,132.87 New Total Obligated Amount for this Award: \$84,284.13</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: -\$6,132.87</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-B-31C-302DA1-2585---1231CPP010-001 Account code changed from 12-13-B-31C-302DA1-2585-1231CPP010-001 to 12-13-B-31C-302DA1-2585---1231CPP010-001 FOB: Destination Period of Performance: 05/04/2011 to 12/31/2012</p> <p>Change Item 0001 to read as follows (amount shown is the total amount):</p>				
0001	<p>Task Order Ceiling Amount</p> <p>Accounting Info: 11-12-B-31C-301DA1C-2585---1131CPP004-001 BFY: 11 EFY: 12 Fund: B Budget Org: 31C Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1131CPP004-001 Funding Flag: Complete Funded: \$0.00</p> <p>Accounting Info: 10-11-B-31M-301DA1C-2585-1031MRP515-001 BFY: 10 EFY: 11 Fund: B Budget Org: 31M Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1031MRP515-001 Funding Flag: Complete Funded: \$0.00</p> <p>Accounting Info: 11-12-B-31C-301DA1C-2585-1131CPP024-001 BFY: 11 EFY: 12 Fund: B Budget Org: 31C Program (PRC): 301DA1C Budget (BOC): 2585 DCN - Line ID: 1131CPP024-001 Continued ...</p>				90,417.00

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-055/0037/007PAGE OF
3 3NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Funding Flag: Complete Funded: \$0.00 Accounting Info: 11-12-B-09J1B-301DA1-2505-1209JR2515-001 BFY: 11 EFY: 12 Fund: B Budget Org: 09J1B Program (PRC): 301DA1 Budget (BOC): 2505 DCN - Line ID: 1209JR2515-001 Funding Flag: Complete Funded: \$0.00 Accounting Info: 12-13-B-31C-302DA1-2585---1231CPP010-001 BFY: 12 EFY: 13 Fund: B Budget Org: 31C Program (PRC): 302DA1 Budget (BOC): 2585 DCN - Line ID: 1231CPP010-001 Funding Flag: Complete Funded: -\$6,132.87 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Research Triangle Park NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p>				